



## Administrative Policies and Procedures: 22.2

<b>Subject:</b>	<b>Medical and Religious Modified Diet Orders</b>
<b>Authority:</b>	TCA 37-5-105; 37-5-106
<b>Standards:</b>	<b>ACA:</b> JTS 4A-07, 4A-09; <b>COA:</b> GLS 18.03
<b>Application:</b>	To all Department of Children's Services Youth Development Center Superintendents, Health Clinic Personnel, Food Service Managers, Food Service Stewards, and DCS Group Home Directors, Food Service Stewards and employees.

### Policy Statement:

All youth in DCS Youth Development Centers and DCS Group Homes shall be provided modified diets as ordered by physician according to the *American Dietetic Association Manual of Clinical Dietetics* to meet individual medical nutritional needs. Menus shall be modified to meet religious dietary codes for youth upon request.

### Purpose:

The master menu cycle will be altered to provide medically necessary modifications to promote adequate nutritional intake and overall health. Youth placed in DCS facilities will be provided meals that allow for continuation of their established religious practices.

### Procedures:

#### A. Medical diet orders

##### 1. Youth Development Centers

Only authorized medical or dental personnel will prescribe a medically modified diet. Each initial **Modified Diet Request (CS-0069)** will be accompanied with a picture of the youth for food service staff to be able to provide the diet as ordered to the youth.

- Modified diets must be ordered only when a medical or dental condition precluded the youth from eating foods on the regular menu or when proper treatment requires alteration of a regular diet.
- Modified diets must not be ordered to accommodate youth food preference or special requests not available on the regular meal plan.

##### 2. Group Homes

Appropriate medical or dental professionals will provide a written order for diet modification. A copy of the diet order may be attached to form **CS-0069 Modified Diet Request**.

<b>B. Proper Menus and Preparation</b>	<ol style="list-style-type: none"> <li><b>Youth Development Centers</b> <ol style="list-style-type: none"> <li>If the diet modification is not included on the standard modified diet spreadsheet the food service manager or designee will contact the DCS registered dietitian to provide a meal plan to meet the specific diet as ordered by physician.</li> <li>Modifications made to the menus need to be simple changes and should conform as closely as possible to the foods served on the master menu.</li> <li>Advance notice must be given for the diet to begin with the next scheduled meal, or must be delivered to the food service manager or designee two (2) hours prior to meal service.</li> </ol> </li> <li><b>Group Homes</b> <p>When a diet is ordered for a youth in a DCS group home, the DCS dietitian will be contacted to provide an appropriate meal plan. Modification to the menu will be simple changes to conform as closely as possible to the foods served on the master menu.</p> </li> </ol>
<b>C. Meal Service and Supervision</b>	<p>Youth with ordered modified diets will be offered an appropriate meal by food service staff in the cafeteria. If the meal is to be served in an area other than the cafeteria, the service of the modified diet must be supervised by the staff in that area.</p>
<b>D. Responsibility for Meal Service</b>	<ol style="list-style-type: none"> <li>Modified diet orders are private medical information and will be maintained for staff only, on a need-to-know basis.</li> <li>The food service manager, group home steward, or designee will be responsible for reporting noncompliance with modified meals served by food service staff in the cafeteria/dining room. When the youth is served in another area, the staff in that area is responsible for reporting noncompliance to YDC health services administrator or DCS group home director.</li> </ol>
<b>E. Refusal of modified meals by youth</b>	<ol style="list-style-type: none"> <li><b>Youth Development Centers</b> <ol style="list-style-type: none"> <li>If a youth refuses a chronic medical modified diet order, the meal serviced to the general population will be provided. Noncompliance will be documented by the food service personnel serving the meal on form <b>CS-0069, Modified Diet Request</b> and the clinic will be notified by phone following the meal service. The food service manager or designee will follow up in writing by contacting the YDC health services administrator or designee by email of the youth's refusal of the modified diet including the date and the meal(s) refused.</li> <li>Acute care modified diets as clear liquid, full liquid, mechanical soft, or any other diet ordered as acute, must be served only as ordered. The only changes which will be provided must be specified in writing by authorized health care personnel on form <b>CS-0069, Modified Diet Request</b>.</li> </ol> </li> <li><b>Group Homes</b> <p>In DCS group homes, the director or designee must be notified of noncompliance.</p> </li> </ol>

<b>F. Renewal and Cancellation</b>	<ol style="list-style-type: none"> <li>1. <b>Renewal</b> <ol style="list-style-type: none"> <li>a) Youth Development Centers               <ul style="list-style-type: none"> <li>◆ Every thirty (30) days, form <b>CS-0069, Modified Diet Request</b> must be renewed in writing by appropriate medical or dental personnel in the YDC clinic.</li> <li>◆ Group Homes</li> </ul> </li> <li>b) Group home stewards will continue to follow the diet as ordered until further notice is received from physician or dentist. A new diet order will be used to record compliance.</li> </ol> </li> <li>2. <b>Cancellation</b> <ol style="list-style-type: none"> <li>a) Youth Development Centers               <ul style="list-style-type: none"> <li>◆ Modified diets will be canceled in writing on form <b>CS-0069, Modified Diet Request</b> by appropriate medical or dental personnel.</li> </ul> </li> <li>b) Group Homes               <ul style="list-style-type: none"> <li>◆ Physician's order for diet cancellation may be attached to <b>CS-0069, Modified Diet Request</b></li> </ul> </li> </ol> </li> </ol>
<b>G. Maintenance of medical information</b>	<p>A copy of the diet order must be maintained in food services in both YDC's and Group Homes in a secure file for three (3) years plus the current year for a total of four (4) years held on file.</p>
<b>H. Religious Diet Modifications</b>	<p>Staff, designated by the Superintendent or Director, or chaplain, in facilities with chaplain or clergy familiar with the facility operations, will use the religious modified diet request section of the form <b>CS-0069, Modified Diet Request</b> for menu changes required by a youth to continue practicing their religion. Food services will provide simple modification for religious meals that conform as closely as possible to the master menu.</p> <ol style="list-style-type: none"> <li>1. <b>Youth Development Centers</b> <ol style="list-style-type: none"> <li>a) If the youth is noncompliant with a religious diet order, the staff person providing the religious diet order will be notified by email of noncompliance by the food service manager or designee.</li> <li>b) A copy of the religious diet order is to be maintained in food services files for three years plus the current year to meet federal requirements.</li> </ol> </li> <li>2. <b>Group Homes</b> <ol style="list-style-type: none"> <li>a) In Group Homes the director will be notified of the noncompliance.</li> <li>b) A copy of the religious diet order is to be maintained in food services files for three years plus the current year to meet federal requirements.</li> </ol> </li> </ol>

<b>Forms:</b>	<a href="#"><u><b>CS-0069, Modified Diet Request</b></u></a>
<b>Collateral Documents:</b>	<i>American Dietetic Association Manual of Clinical Dietetics</i> <i>RDA2888 Food Service Program Files</i>